



REQUEST FOR INFORMATION - F32-FS-PS-2012-1

KINGSTON EMERGENCY VENDOR NETWORK www.cityofkingston.ca/kevn

PLEASE NOTE

This document is a solicitation for information only and may not be construed as a commitment of any kind given on behalf of the City of Kingston to purchase any goods or services now or in the future.

The City of Kingston does not obligate itself in any way as a result of this Request for Information. Only the execution of a written agreement will obligate the City of Kingston in accordance with the terms and conditions of that agreement.

Any expenditure experienced by the respondents in preparation and submission of the RFI shall not be reimbursed by the City of Kingston.

1.0 INTRODUCTION

Throughout an emergency the City may be required to purchase goods or services. To this end the City has developed the Kingston Emergency Vendor Network (KEVN).

KEVN is designed to ensure continuity of operations and to protect the citizens of Kingston in the event of community emergencies like power outages, extreme weather situations, fires, floods, hazardous spills and health emergencies.

KEVN members commit to collaborate with the City to:

- provide efficient and effective deployment of services and resources in the event of a major emergency;
- protect and preserve the health, safety and welfare of the residents and visitors of the City of Kingston; and/or
- limit or prevent damage and destruction of property, infrastructure and the environment.

2.0 INTENT OF THE REQUEST FOR INFORMATION

This Request for Information seeks to identify individuals and/or companies that have the ability to provide goods and services to the City during an emergency.

3.0 CONTENT OF THE RFI SUBMISSION

The attached application form must be filled out completely. NOTE: Work completed on City property requires submission of a current WSIB Clearance certificate, evidence of insurance and your Health and Safety Policy.

4.0 SUBMISSION OF REQUEST FOR INFORMATION

Mail, email, or fax the Application to:

Melinda Babcock, Purchasing Secretary
216 Ontario Street, Kingston, Ontario K7L 2Z3
mbabcock@cityofkingston.ca
Fax 613-546-8348

Individuals and/or companies responding to the RFI do so AT THEIR OWN RISK. No cost for preparing the submission will be incurred by the City of Kingston.

The Corporation of the City of Kingston
Financial Services - Purchasing Section

Kingston Emergency Vendor Network Application

Company Information

Name	
Address	
City, Province, Postal Code	
Phone	
Fax	
Email	
Website	

Emergency Contact Information

Please list contacts for your company who can be called upon after an Emergency Declaration and/or the activation of the City of Kingston Emergency Plan (in whole or in part) has been issued by the Mayor/Designate. These individuals should be available to The Corporation of the City of Kingston purchasing officers during emergencies, including outside of normal business hours, and have the ability to expedite needed resources to required delivery location(s).

Name, Title	
Office Phone Extension	
Cell Phone	
Home Phone	

Name, Title	
Office Phone Extension	
Cell Phone	
Home Phone	

Name, Title	
Office Phone Extension	
Cell Phone	
Home Phone	

Name, Title	
Office Phone Extension	
Cell Phone	
Home Phone	

Kingston Emergency Vendor Network Application

Company Profile

How long has your company been in business in Kingston and outside of Kingston?

How many employees do you have?

What is the value and quantity of product inventory in Kingston and outside of Kingston?

References

Please provide business references

COMPANY	
CONTACT & TITLE	
EMAIL & PHONE NUMBER	
PROJECT NAME	
VALUE OF PROJECT	

COMPANY	
CONTACT & TITLE	
EMAIL & PHONE NUMBER	
PROJECT NAME	
VALUE OF PROJECT	

COMPANY	
CONTACT & TITLE	
EMAIL & PHONE NUMBER	
PROJECT NAME	
VALUE OF PROJECT	

Kingston Emergency Vendor Network Application

Emergency Mobilization Capabilities and Commitments

In emergency situations, are items of equipment available for (check all that apply):

Short Term Rental	Lease	Outright Purchase	Other (Please Specify)

Does your business have generator back up power? YES NO

Will your company offer discounts to the City once the City's Emergency Plan has been activated? YES NO

If yes, what discount from retail prices (MSRP) will be offered? _____ %

What types of payment will your company accept during an emergency? (check all that apply)

CHEQUE	EFT	VISA	ON ACCT	OTHER

Is your company able to process Visa payments in a power outage? YES NO

Will there be a restocking fee if items purchased during an emergency must be returned? YES NO

If yes, what is the restocking fee? \$ _____ %

Briefly describe your company's escalation procedures for problem resolution during emergency operations:

Briefly describe your company's plans for continuity of operations (employee and supply chain support) during emergency operations:

Any additional comments you may wish to offer regarding the support your company can provide, such as staff availability, equipment availability, relevant expertise, the length of time it will take your company to mobilize, etc, .

Kingston Emergency Vendor Network Application

Please select the products and/or services that you can provide during an emergency.

If you wish to offer additional items not listed here, please use the "Other" field at the end of this list.

GOODS

ANIMAL CARE

- BEDDING
- CARRIERS
- EXERCISE EQUIPMENT
- FOOD & DISHES
- LEASHES, MUZZLES, ROPES
- LITTER
- PORTABLE LIVESTOCK PANELS
- TOYS

BARRIERS

- BLAST
- ENTRY
- SANDBAGS (EMPTY)
- SANDBAGS (FULL)

BATTERIES

- SMALL (AA, AAA, C, D, 9V)
- LARGE (LANTERN, ETC)
- AUTOMOTIVE

BUILDING MATERIALS

- CEMENT
- CORRUGATED PLASTIC SHEETS
- GLASS
- LUMBER
- PLUMBING SUPPLIES
- PLYWOOD
- ROOFING MATERIALS
- SAND
- SIDING
- WIRING

CLEANING & SANITIZING PRODUCTS

- ANTI-BACTERIAL WIPES
- BLEACH
- CLEANERS
- HAND SANITIZER
- TRASH BAGS

GOODS

CLOTHING & FOOTWEAR

- CLOTHING, REFLECTIVE
- FOOTWEAR, SPECIALTY
- GLOVES, WORK
- GOGGLES
- HARD HATS
- RAIN GEAR
- WINTER GEAR

COMMUNICATIONS

- CELL PHONES, CHARGERS, PAGERS
- RADIOS, 2 WAY
- SATELLITE
- SIGNAGE
- TOWERS, PORTABLE

COVERINGS, WEATHER RESISTANT

- VAPOUR BARRIER
- TARPS

CUTTING TOOLS

- CHAIN SAWS
- HAND SAWS
- CEMENT SAWS
- STEEL SAWS
- GRINDERS

DINING WARE, PAPER, PLASTIC, STYROFOAM

- CUPS
- NAPKINS
- PLATES, BOWLS
- THERMALLY INSULATED BAGS
- UTENSILS

ELECTRICAL EQUIPMENT (NOT ELSEWHERE)

- CAMERAS
- EXTENSION CORDS, CABLES
- POWER BARS

Kingston Emergency Vendor Network Application

GOODS

ENVIRONMENTAL EQUIPMENT & SUPPLIES

- AIR QUALITY MONITORING
- PUMPS
- SPILL CONTAINMENT SUPPLIES
- WATER TESTING

FACILITY EQUIPMENT & SUPPLIES

- BLANKETS, SHEETS
- CHAIRS, FOLDING
- COTS, MATTRESSES
- FACILITIES, RENTAL
- GARBAGE CONTAINERS
- REFRIGERATION, PORTABLE
- STORAGE CONTAINERS
- STOVES, PORTABLE
- TABLES, FOLDING
- TENTS
- TOILETS, PORTABLE
- TOWELS, WASH CLOTHS

FIRST AID EQUIPMENT

- DEFIBRILLATORS
- FIRST AID SUPPLIES
- GLOVES, LATEX
- WHEEL CHAIRS

FOOD & DRINK

- BOTTLED JUICE
- BOTTLED MILK
- BOTTLED WATER
- FRESH FRUIT & VEGETABLES
- FRESH MEAT
- ICE
- KOSHER FOOD
- MRE'S
- NON-PERISHABLE FOOD
- POWDERED MILK

FUEL

- DIESEL
- FURNACE OIL
- GAS
- PROPANE
- TANKS, FUEL

GENERATORS

- PORTABLE
- FIXED

GOODS

HARDWARE & MISC SUPPLIES

- BOLTS, NUTS, WASHERS
- BUNGEE CORDS
- CABLE TIES
- FASTENERS
- NAILS, SCREWS
- TAPE

HAZMAT EQUIPMENT

- CLOTHING, PROTECTIVE
- CONTAINMENT & DISPOSAL EQUIPMENT
- DECONTAMINATION EQUIPMENT

HEATING, VENTILATION, AIR CONDITIONING

- AIR CONDITIONERS, PORTABLE
- FANS
- HEATERS, PORTABLE
- VENTILATION EQUIPMENT

HEAVY EQUIPMENT

- BACKHOES
- BULLDOZERS
- CONSTRUCTION EQUIPMENT
- CRANES
- LOADERS
- OPERATORS FOR EQUIPMENT

INFORMATION TECHNOLOGY

- HARDWARE
- SOFTWARE

LIGHTING

- CANDLES
- FLASHLIGHTS
- LANTERNS
- LIGHT BARS
- LIGHTS, TRAILER MOUNTED, POWERED

MATERIAL HANDLING EQUIPMENT

- BOXES/CRATES
- FORK LIFTS
- PALLET LIFTS

OFFICE EQUIPMENT

- COPIERS, FAX MACHINES
- MESSAGE BOARDS
- PENS, PAPER, ETC.

Kingston Emergency Vendor Network Application

GOODS

PERSONAL USE ITEMS

- BUG SPRAY
- DIAPERS, ADULT DISPOSABLE
- DIAPERS, INFANTS & CHILDREN
- SANITARY NAPKINS
- SICKNESS COLLECTION BAGS
- SUNSCREEN
- TOILET PAPER

SAFETY EQUIPMENT

- FIRE BLANKETS, EXTINGUISHERS
- PERSONAL PROTECTIVE EQUIPMENT
- SIGNS, WARNING
- TRAFFIC CONTROL

SANITATION EQUIPMENT

- HAND WASHING STATIONS
- LAUNDRY EQUIPMENT
- LAUNDRY SUPPLIES
- SHOWER EQUIPMENT
- SHOWER SUPPLIES
- WASTE WATER TREATMENT CHEMICALS
- WATER PURIFICATION & STORAGE

TOOLS & EQUIPMENT

- EMBOSSERS
- HAND TOOLS
- LADDERS
- POWER TOOLS
- SPECIALTY TOOLS

TRANSPORTATION EQUIPMENT SALES & RENTAL

- AUTOMOTIVE PARTS
- BOATS
- BUSES
- CARS & LIGHT TRUCKS
- HEAVY TRUCKS, AERIAL
- HEAVY TRUCKS, DUMP
- HEAVY TRUCKS, TANK
- HYDRO-EXCAVATORS
- SWEEPERS
- TOW TRUCKS
- TRAILERS, REFRIGERATED
- TRAILERS, STORAGE
- OPERATORS FOR EQUIPMENT

SERVICES

- ANIMAL BOARDING, KENNELS
- BUILDING DEMOLITION
- BUILDING GENERAL REPAIR
- CONSTRUCTION, BRIDGE, ROAD
- COOKING
- COUNSELLING
- COURIER, BULK
- COURIER, LOCAL
- COURIER, OUT OF TOWN
- DEBRIS REMOVAL
- ELECTRICAL
- ENGINEERING
- FABRICATION
- FIRST AID
- GLASS REPAIR
- HAZMAT
- HVAC
- INFORMATION TECHNOLOGY
- LODGING, HOTELS
- MACHINING
- MECHANICAL, ELECTRIC
- MECHANICAL, GENERAL
- MECHANICAL, GENERATOR
- MECHANICAL, SMALL ENGINE
- MECHANICAL, TRANSPORTATION
- MILLWRIGHTING
- MORGUE
- OPERATORS, HEAVY EQUIPMENT
- OPERATORS, TRANSPORTATION EQUIP
- PLUMBING
- PUMP REPAIR
- PUMPING SERVICE
- RELOCATION SERVICES
- ROOF REPAIR
- SEARCH & RESCUE
- SECURITY
- STAFFING, TEMPORARY
- STORAGE
- TREE REMOVAL
- TRANSPORTATION SERVICE, ACCESSIBLE
- TRASH REMOVAL

OTHER

- _____
- _____
- _____
- _____
- _____

Kingston Emergency Vendor Network Application

All statements must be addressed

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I/we have a supply agreement with another agency for emergency provisions.
<input type="checkbox"/>	<input type="checkbox"/>	The City of Kingston is given preference over all other customers during an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	I/we commit to providing service to the City at any time during an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	I/we understand that the City may have to return items purchased during the emergency.
<input type="checkbox"/>	<input type="checkbox"/>	I/we have read and understand the terms and conditions of membership and purchases located on the City website at www.cityofkingston.ca/blahblahblah .
<input type="checkbox"/>	<input type="checkbox"/>	I/we understand that this does not constitute an agreement to purchase.
<input type="checkbox"/>	<input type="checkbox"/>	I/we understand that should our goods/services be required we will be contacted in order of application receipt during an emergency.
<input type="checkbox"/>	<input type="checkbox"/>	I agree that all information submitted is accurate and the Company indicated below accepts the terms and conditions of membership and purchases as stated on the City of Kingston website.

Company _____

Name _____

Title _____

Email _____

Date _____